Permit #F00024346-B

FilmL.A., Inc.
1201 W. 5th Street, Suite T-800
Los Angeles, CA 90017
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

Summary Information

Permit No: F00024346-B **Type of Permit:** FILMING **Release Date:** 03/04/2010

Production Company NBC UNIVERSAL & THEIR SUBSIDIARIES

Insured Company Name NBC UNIVERSAL & THEIR SUBSIDIARIES

Contact Phone No. 1 000-000-0000
Contact Phone No. 2
Fax
Address 330 BOB HOPE DR
BURBANK, California 91523

Production Title THE OFFICE

Type of Production Posting Only

Producer Randy Corday

Director Brent Forrester

1st AD Rusty Mahmood

Production Manager Steve Burgess

FilmL.A. Coordinator Yulizza Ramirez

Location Manager Kyle Alexander
Primary Phone Office - 818-786-6666
Secondary Phone Office - 818-786-8278

Location Assistant na na
Primary Phone Office - 000-000-0000
Secondary Phone

Fees

Total Permit Fee $0.00

Number of Locations 1

NOT A PERMIT

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Summary Information — Location

Permit Number F00024346-B
Production Company NBC UNIVERSAL & THEIR SUBSIDIA...
Insured Company NBC UNIVERSAL & THEIR SUBSIDIA...
Production Title THE OFFICE

Location Manager Kyle Alexander
Primary Phone Office - 818-786-6666
Secondary Phone Office - 818-786-8278

Location Address Balboa Blvd., Lankershim Blvd., Ventura Blvd., Roscoe Blvd. (inclusive) , Los Angeles, CA, 91411

Location Names

Location Type Driving grid

Location Description

Film Dates 2/8/2010 - 3/5/2010 06:00 - 00:00

Open or Closed to the Public Closed

Generic Conditions Must Maintain 5' Clearance on Sidewalks/Walkways
No Cast and Crew parking on areas streets.
No stopping and setting up in residential areas before 7am or after 10pm without prior approval

Please see attached document OFFICE - BALBOA.pdf

Equipment on Location

Type	Quantity
5 or 10 ton trucks	4
Cast/Crew vehicles	60
Condors	1
Cube Trucks	4
Generator	1
Honey Wagons	2
Motor Homes	2
Picture vehicles	3
Semi Trucks	4
Vans	4

Personnel on Location

Type	Quantity
Cast	10
Crew	60
Extras	25
Off-Duty/Retired LAPD Officer(s)	4

Filming Activities Drive by; Drive ups & away; Intermittent traffic control - 2 minutes standard; Process Trailer; Running & tow shots.; Camera and equipment on vehicle.;

Jurisdiction **Political:** Multiple Jurisdictions **Police:** Los Angeles Police Department **Fire:** Los Angeles City

Location Notes

Coordinator Note RIDER A ADDS BASE CAMP & CREW PARKING AT BALBOA SPORTS COMPLEX 3/4 & 3/5

Coordinator Note RIDER B ADJUSTS RAPG MONITOR HOURS

Coordinator Note 1200HRS AT 3/4, OVERNIGHT UNTIL 2000HRS ON 3/5
RAPG MONITOR REQUIRED 3/4; 1200HRS - 2200HRS
RAPG MONITOR REQUIRED 3/5; 0400HRS - 2000HRS

Parking

Base Camp
Location Type : LA City Park
Street : BALBOA SPORTS COMPLEX

Crew Parking
Location Type : LA City Park
Street : BALBOA SPORTS COMPLEX

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PARK FILM OFFICE
City of Los Angeles, Department of Recreation and Parks
4730 Crystal Springs Drive, (Mail Stop 664)
Los Angeles, California 90027
Telephone: (323) 644-6220 Fax: (213) 847-6056

Film Production Guidelines

Welcome to the City of Los Angeles, Department of Recreation and Parks (Department). In our partnership to protect the environmental integrity of our parks the Park Film Office is providing guidelines to ensure a safe and successful film shoot. Please review and provide copies of these guidelines to the appropriate responsible persons. Thank you for the continuous use of our parkland.

- Vehicles and/or heavy equipment are not allowed on turf areas unless prior approval is given by the Park Film Office.
- Production companies must provide their own restroom and trash receptacles. The City dumpsters and trash cans cannot be used so all self-generated trash has to be removed and disposed of off-site.
- Film permits do not provide exclusive use of a park or recreation area.
- Service roads, parking lot driveway access, handicap or electric vehicle designated parking stalls may not be blocked or restricted. Emergency vehicle access lanes must be maintained in parking lots and park streets at all times.
- A 20 Foot unobstructed lane must be maintained between parked vehicles/trailers in all parking lots and Recreation and Parks roadways for emergency vehicle access.
- Due to underground plastic irrigation lines and trees having shallow root systems, staking or drilling into turf, rocks, trees or asphalted areas is not permissible unless prior approval is given by the Park Film Office. This approval will be noted in the permitted guidelines.
- Locked park gates can only be accessed by a Park Film Office Monitor. Security of open gates must be provided by the permitted company. Any equipment that is permitted to stay overnight must be guarded by the permitted company's security group.

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- Alterations to natural or manmade surroundings or content of the park are not permissible unless documented in these specific guidelines. The permit holder is financially responsible for all remediation should there be any damage or unauthorized alteration to Department property. The remediation and cost of will be determined by the Park Film Office.
- A Park Film Office Monitor(s) may be assigned to the permitted location. Their job is to ensure guidelines are followed, liaison between park patrons, other City employees and a communication link between Permitee and the Park Film Office for any additional needs or authorizations. When the Park Film Office is closed the Park Film Monitor has the authority and responsibility to modify these guidelines within the parameters given to them by their supervisor. The Park Film Monitor has access 24/7 to contact their supervisors if needed. The Permitee will be required to adhere to the instructions, restrictions and requests given by the Park Film Monitor.
- Smoking is prohibited on all Department properties. An exception has been made for permitted film production companies to smoke in areas that are designated by the Fire Safety Officer or Park Film Monitor. If a Fire Safety Officer or Park Film Monitor is not assigned to the Permitee there will be no smoking with the exception of an actor smoking while performing or as part of the scene.
- A designated smoking area may not be near any patron activity or facility. Large buckets of sand or water must be placed in this area for disposal of tobacco or tobacco related products. The designated smoking area may be revoked or not allowed depending on weather and location conditions. Failure to comply with the smoking restrictions may result in a fine.
- May only park in lot between baseball and soccer fields, closest to the soccer fields, starting at the far west end.
- May not park any vehicles in the Burbank lot at any time.
- Must maintain access to dumpsters at all times.
- Must allow dumpsters to be emptied on Monday or Tuesday.
- Must not close off the parking lot, must allow cars to be able to drive thru at all times.
- Must work around regular park patron activities.

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- Company must provide own security in the evening or risk being locked in by Park Rangers when they lock up for the night.
- Company must be aware that it is soccer and baseball season and there are more kids in the park than usual.

- **Encino Park:**
- OK to film on the sidewalk along Genesta.
- OK to have camera placement, video village and equipment carts on the grass between Genesta and Paso Robles.
- Must not interfere with the nursery school in the area.
- Must park all vehicles legally on the street.

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